DISTRIBUTION OF YOUR GRADUATE WORK

Having completed your research, you have the option of placing it in the Baron-Forness Library’s electronic repository of EU scholarly work through which you and future researchers will have access to your completed work.

However, in terms of access, everyone’s needs and expectations are different. As a result, before placing your work in the library’s repository, you need to assign ‘permissions.’ Permissions establish guidelines for who can and cannot access and/or download your work.

This document explains various issues surrounding permissions and the options available to you. If you have questions, please contact Prof. Nate Fralick (nfralick@edinboro.edu, 814-732-1542)

ISSUES
Submission Format
All items submitted will be converted to “view-only” PDFs. While individuals could still retype what appears in your work, they could not simply copy/paste the information into their own document.

Copyright
Grants you (as the creator/original author) the right to determine who has access to your work and under what conditions. It is especially important if you plan to publish you work and/or expect other to receive royalties.

As the copyright owner, you get to make those decisions. But if you give away your copyright—as some publication agreements require—you can lose all of those opportunities and privileges.

If you plan to publish your work in a journal at a later date and that journal’s policy does not allow for internet posting of pre-prints, you should choose campus access only for repository options. In this case, we will create a repository record for archival purposes and your project will be available with campus credentials.

ACCESS
Universal Access
Anyone with internet access will have access to your work.

EU-Only Access
Only individuals with valid EU network accounts will have access to you work. Because student network accounts are eliminated 120 days after graduation, students who graduate and want a copy of their work must submit requests with Nate Fralick or Monty McAdoo.

Co-Authored Projects
Co-authored projects require all authors to sign the release for universal access. If any author chooses not to include this project in the repository, it will be submitted with EU-only access. Projects with missing forms will also be submitted with EU-only access.
Embargoing Access
You might have other reasons to restrict public access to your work, particularly if you work deals with sensitive or confidential matters, or if your work includes patentable findings. ProQuest and EU allow you to request an embargo, delaying access for a period of months or years to address this concern.

Permission to Use Copyrighted Material
Identify all materials that you might include in the final product, ranging from ordinary quotations to full reproductions of photographs, music, software, and any other copyrightable material. At the very least, this means making sure everything cited is in your list of sources and that every source is used in your document. Likewise, be sure exact quotes quoted verbatim, in the proper format, using the correct page number(s).

FERPA Disclosure
This project is considered an educational record, defined by the Family Educational Rights and Privacy Act (FERPA 20 USC 1232g). You may request that your project not be added to the online repository. Your permission is needed to provide online access and this project will be shared to the point specified below. Any information submitted with the project will appear in the online record.

BINDING
3 Copies must be submitted for binding (Individual, Department, and Archives). A digital copy must be emailed to nfralick@edinboro.edu for repository submission. Baron-Forness Library no longer stores bound copies of theses. The digital file of your submission will be stored appropriately. Submit all hard copies to Baron-Forness Library’s Technical Services Department.

Extra bound copies can be purchased for a price of $17.00. Checks are made payable to Edinboro University Baron-Forness Library.
REPOSITORY SEARCHING

The following information is collected for repository submissions. The information will be used to enhance searching and discoverability in the repository.

Author(s): ________________________________ Date of completion: ________________________________

Title of work: ____________________________________________

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Provide the names of your Thesis Committee.

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Provide 3-5 keywords or topics discussed in the completed work.

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STORAGE/ACCESS
The following explain the options available to you for both storing your work and providing access to it via the library’s repository. If you have any questions and/or concerns, please contact Prof. Nathan Fralick (nfralick@edinboro.edu; 814-732-1542).

Repository Storage
Please select your repository option.
[ ] I wish to have my project stored in the online repository.
   (If so, please respond to the questions which follow.)
[ ] I do not wish to have my project stored in the online repository.

Authorship
Please select one option for copyright.
[ ] I am the sole creator and retain all rights to the project.

[ ] I co-authored this project with: ____________________________________________

Fair use and third-party material
Please acknowledge you have properly cited all third-party material.
[ ] I confirm that all materials used in this project are properly recognized. EU is not responsible for any misuse of copyrighted material. Items may be removed due to any perceived conflict with copyrighted materials.

FERPA Release
Select option one to grant universal access. Select option two for EU-only access.
[ ] I hereby grant Edinboro University permission to make this project available beyond EU faculty and students.

[ ] I hereby grant Edinboro University permission to make this project available to faculty and students of Edinboro & Clarion Universities.

Author(s) Signature: __________________________ Date: __________________________
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